

# Indiana State Library

## Meeting Room Policy and Procedures

### General Information

Meeting rooms are available at the Indiana State Library and Historical Building free of charge to state agencies and non-profit organizations. Meeting rooms are available during the Library's regular hours. Agencies located within the building have first priority on meeting room reservations; for other groups, reservations are on a first-come, first-serve basis. Usage of meeting rooms is at the discretion of the director of the Indiana State Library.

### Rooms

| Room Name (Number)                               | Seating Capacity | Seating Capacity with Tables | Eligibility for Usage |
|--|------------------|------------------------------|-----------------------|
| North Exhibit/Reading Hall (Room 110)            | 150              | 150                          |                       |
| Authors Room (Room 203)                          | 150              | 50                           |                       |
| 3 <sup>rd</sup> Floor Conference Room (Room 313) | 15               | 15                           | State agencies only   |
| Board Room (Room 401)                            | 30               | 30                           | State agencies only   |
| 4 <sup>th</sup> Floor Conference Room (Room 425) | 30               | 25                           | State agencies only   |
| Training Room (Room 428)*                        | 16               | 16                           | State agencies only   |

\*The Training Room is a computer lab and has special requirements for usage. Please ask Outreach Librarian for more details.

### Equipment

The following equipment is available free of charge for use within Library meeting rooms: whiteboard, screen, overhead projector, TV/VCR, TV/DVD, LCD projector. Requests for equipment must be made at least five working days in advance.

### Scheduling

To reserve a room or equipment, call the State Library's Director of Operations, Ron Rose, at 317-232-3701 or email [rrose@Library.IN.gov](mailto:rrose@Library.IN.gov). Reservations should be made at least ten working days in advance of the meeting. The State Library reserves the right to limit the use of its meeting rooms, or to cancel with ten days advance warning. Groups may cancel their meetings, but need to do so 48 hours in advance.

### Room Arrangement

State Library staff will arrange the room, according to the group's request, prior to the meeting. A group may rearrange furniture, but only with the assistance of State Library staff. Furniture must be returned to its original placement upon the meeting's conclusion.

### User Responsibility

Refreshments may be served with prior approval of Outreach Librarian. The State Library does not provide food or drink. Alcoholic beverages are prohibited. Groups are responsible for making their own catering or food arrangements and for disposal of trash into the receptacles provided.

The user is responsible for leaving the meeting room in good order and financially responsible for any damage to or loss of library property. The user is responsible for ensuring that the scheduled meeting or activity does not disturb State Library customers or other building occupants, interfere with work-related activities of staff, or interfere with the continuing conduct of state agency business.

### **Library Responsibility**

The State Library is not responsible for accidents, injury, theft, or damage of personal items occurring in connection with the use of meeting rooms. The State Library cannot guarantee parking for meeting attendees. The State Library does not provide publicity for meetings.

Permission to use the State Library meeting rooms does not imply endorsement of, or agreement with, the purpose(s) or the expression of any individual or organization by the State Library or its staff.

Any user who fails to abide by these policies may be denied use of facilities and/or resources.

Developed in accordance with the Meeting Rooms policy of the American Library Association Council, adopted July 2, 1991, and the ideals of the *Library Bill of Rights*.